

OL/FMD WEEKLY REPORT

PERIOD ENDING 17 AUGUST 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

DCI Vehicle: Arrangements were made for the Director's limousine to be examined by Hess and Eisenhardt for a possible defect in the window glass. First indications are that the defect, a chip out of the window, is not stress related and may be the result of some road debris.

2. Major Events that Have Occurred During the Preceding Week:

a. FMD Contracts Staff Activities:

1. Invitations for bids issued:
  - Renovations to Room 1E60 (OHB), DI/CPAS
  - Fit up for Mail & Courier area, New South Dock
  - Installation of Conduit/Power for Security Closed Circuit Television System
2. Pre-Bid Site Visit:
  - Child Day Care Center; bids due 25 August 1988
  - 4G Corridor, OHB, for Backfill Program
  - D Vault Primary Electrical Distribution System for OHB Backfill Program
  - Cafeteria Expansion Phases II & III; bids due 1 September 1988
3. Bid Openings:
  - Asbestos Removal, Rooms GC03 and 1D04, OHB
  - Sprinkler System (Risers and Mains) for OHB Backfill Program

b. Waste Disposal: FMD received the 95 percent drawings and specifications. Virginia State Air Pollution Control Board (VSAPCB) permit final resolution is scheduled for 6 September 1988, concurrent with approval from National Capital Planning Commission (NCPC). Results of a market survey indicate that two potential bidders for the incinerators are within construction and environmental specifications. VSAPCB has been notified that both are acceptable and the bid document to general contractors will also indicate acceptability.

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c. New Headquarters Building (NHB):

1. Design Branch received completed construction drawings for the renovation of Office of Training & Education (OTE) language training rooms on the fourth floor of the NHB. The drawings have been sent to Maintenance Branch for construction. [redacted]

2. Space planning drawings for all of the Office of Personnel (OP) space in the NHB have been completed for final review by the component. Drawings and furniture specifications for the Political and Psychological Staff (PPS) space on the fourth floor of the NHB have been completed. Smith, Hinchman, and Grylls will use the information submitted to prepare construction documents. [redacted]

✓ d. Scattergood-Thorne Property Renovation: A letter to the Virginia Department of Transportation has been prepared notifying them of our proposed location for the new fence. This location has previously been approved by Virginia Power. FMD is attempting to identify a local Architect/Engineering firm which specializes in the rehabilitation of historic buildings so that interior design may start on the Manor House. [redacted]

✓ e. Jogging Track: The contractor building the new house adjacent to the Agency's property has been asked to move his trash dumpsters and vehicles off government property. This is necessary to allow completion of the fence behind residences near the Route 123 end of Savile Lane. [redacted]

✓ f. Child Day Care Center (CDCC): The National Capital Planning Commission reviewed the Agency's submittal and communicated back to us a list of 13 questions. The answers will be forwarded to them by 18 August. The bids for construction are expected by 25 August 1988. [redacted]

g. Significant Outages of Services/Utilities:

1. There was a scheduled power outage on 10 August 1988 at 2215 to return the Emerson UPS on line after maintenance service. All five modules were put back on line around midnight on 11 August 1988. [redacted]

2. The steam outage held on Saturday, 13 August from 0600 to 1500 hours on Sunday, 14 August in the Original Headquarters Building was completed without problems. [redacted]

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25X1 3. The Domestic Water Outage on the north half of the NHB on Saturday, 13 August from 0600 lasted until 1900 hours and was performed with no major problems. [redacted]

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25X1 ~~h. Art/Interior Design:~~ The plaque reflecting the dates of service and bas-relief image of William J. Casey has been inspected at the studio of the sculptor, Harold Vogel. The work is considered to be complete and will be held by Mr. Vogel ~~pending instructions for placement.~~ [redacted]

25X1 *WHILE PREPARATIONS ARE UNDER WAY FOR ITS PERMANENT*  
25X1 i. Customer Service: On 9 August, Building Services Branch (BSB) met with [redacted] Division *PLACEMENT.* representatives to discuss administrative supplies for present and future use. This group was extremely interested in what we were trying to accomplish. They had several compliments and suggestions regarding the Headquarters Supply Room. [redacted]

25X1 j. First Floor Reroofing: The first floor reroofing project is 32 percent complete. As of 12 August 1988, approximately 56,000 square feet of old roof had been replaced with 3-ply roofing membrane and approximately 6,000 square feet of 2-1/2" styrofoam insulation. The final phase to complete 56,000 square feet will begin on 15 August 1988 with the installation of flashing, stones, and 24 X 24 block pavers. National Roofing Company of Baltimore is scheduled to be completed by mid-January, 1989. [redacted]

k. Cable Support: On Tuesday, 9 August, the Deputy for Services, FMD/OL and Chief, Mail & Courier Branch (M&CB), FMD, OL met with representatives from Information Management Staff, DO to discuss working details related to the timely movement of cables to and from the Communications Center and Directorate of Operations Information Service Centers. A proposal was forwarded to Chief, Facilities Management

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Division, OL incident to the request from DO/IMS to assist them in the movement of cables following deactivation of the tube system on 26 August 1988. [redacted]

m. On Thursday, 11 August, Chief, M&CB met with Chief, Information Service Center (ISC), OIT to discuss a special arrangement relative to the regular delivery of certain time sensitive items from National Security Agency to Office of Scientific and Weapons Research. This arrangement is the direct result of next week's office relocation to NHB. [redacted]

n. Motor Pool Buses: Work continues on preparing the two new Thomas buses for operation, several problems have developed preventing the vehicles from being put into use. Additionally, the original manufacturer is preparing several proposals on converting the seats to a more comfortable style. [redacted]

o. ~~Move Support:~~ BSB has moved 260 ~~of the~~ Office of Scientific & Weapons Research personnel from the OHB to the NHB. This represents 56 percent of the OSWR personnel. The remaining 202 people will be moved into the NHB by Thursday night, 18 August 1988. [redacted] ~~is scheduled for 18 August~~

### 3. Management Concerns and Issues:

a. Mail & Courier Branch: On Monday, 8 August, M&CB launched an internal training program whereby junior personnel are assigned to selected external document distribution runs (DDR) in order to gain familiarity with those DDRs. This program will provide M&CB with the flexibility it needs in order to compensate for any future personnel shortages. (Joe [redacted])

*Report total OSWR move night work who done #0*

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4. Upcoming Events:

ILSP dry run for DA Scheduled for 19 August 1988